

## COORDINATED REVIEW EFFORT

SCHOOL FOOD AUTHORITY  
PERFORMANCE STANDARD SUMMARY[ ] NSLP [ ] SBP  
[ ] 1ST REVIEW  
[ ] FOLLOW-UP #

1. Reviewer:	Date of Exit Conference:
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2. SFA Name	Agreement Number	Number of Schools		Review Period
		Total	Reviewed	

## SFA LEVEL

3. Performance Standard 1	Yes	No	N/A	Performance Standard 2	
Adequate System for Consolidating Claims (From SFA-2, 104)		*		Number of Incomplete Meals Observed in Schools on Day of Review (From SFA-1, 4 B, Incomplete Total)	
* Response Results in PS 1 Violation and Exceeds Threshold				Total Number of Meals Observed (From SFA-1, 4 A, Observed Total)	+
				Percent Incomplete Meals (10% or more exceeds threshold)	=

## SCHOOL LEVEL

4. School Name	Performance Standard 1						Performance Standard 2	
	% F & RP Meals Claimed Incorrectly (From S-6, 8)	Number of F & RP Meals Claimed Incorrectly (From S-6, 6)	Adequate Counting and Claiming System				Meals Observed on Day of Review	
			Day		Review Period		A.	B.
			(From S-3a, 301 or 302)		(From S-4, 401 thru 405)		(From S-1, 17 plus S-1, 18, Observed)	(From S-1, 17 plus S-1, 18, Incomplete)
			Yes	No	Yes	No	Total	Incomplete
Subtotal (From SFA-A1, Continuation Sheet)								
TOTAL								

5. Number of schools with 1) 10% or more (but not less than 100) free and reduced price meals claimed incorrectly or 2) a No answer to Adequate Counting or Claiming System for Day or Review Period:

5. \_\_\_\_\_

6. Number of schools needed for this size SFA to exceed PS 1 threshold:

6. \_\_\_\_\_

7. PS 1 threshold is exceeded if No is checked in block 3, Performance Standard 1, Adequate System for Consolidating Claims, or line 5 is equal to or greater than line 6.

8. PS 2 threshold is exceeded if block 3, Performance Standard 2, Percent Incomplete Meals, is 10% or more.

7. PS 1 Threshold Exceeded	Yes	No	8. PS 2 Threshold Exceeded	Yes	No

## INSTRUCTIONS FOR SFA-1

### SCHOOL FOOD AUTHORITY PERFORMANCE STANDARD SUMMARY

#### BLOCK 1:

Enter the name of the reviewer(s).  
Enter the date of the exit conference.

#### BLOCK 2:

Enter the name of the School Food Authority.  
Enter the agreement number, if applicable.  
Record the total number of schools participating in the National School Lunch Program and the number reviewed.  
Enter the review period - month and year (e.g., March 2014). If the period begins or ends in the middle of a month, enter the beginning and ending date of the period (e.g., 3/19 to 4/15/14).

#### BLOCK 3: SFA LEVEL

**PERFORMANCE STANDARD 1:** Enter YES if SFA-2, 104a. is answered YES or if SFA-2, 104a. is answered NO and is recorded in SFA-2, 104b. as a nonsystemic problem. Answer NO if SFA-2, 104b. indicates a systemic problem.

**PERFORMANCE STANDARD 2:** Enter the number of incomplete meals observed (from SFA-1, School Level, Performance Standard 2, Block 4 B) and the total number of meals observed (from SFA-1, School Level, Performance Standard 2, Block 4 A) in all schools reviewed. Obtain these numbers from the TOTAL column in School Level, Block 4, Performance Standard 2. Calculate the percent of incomplete meals observed by dividing the number of incomplete meals by total meals, carry to four decimal places, round to three decimal places and multiply the answer by 100 to convert to a percentage.

#### BLOCK 4: SCHOOL LEVEL

Enter the name of each school reviewed.

**PERFORMANCE STANDARD 1:** Enter the estimate or actual percent of free and reduced price meals claimed incorrectly from the School Review Form S-6, line 8 for each school reviewed. Enter the number of free plus reduced price meals claimed incorrectly from S-6, Estimate, line 6, or Actual, line 6. Indicate whether the school had an adequate counting and claiming system for the day of review. If the responses to the S-3 or S-4 questions indicate a systemic (\*) problem, answer NO; otherwise answer YES. Indicate whether the school had an adequate counting and claiming system for the day of review and review period.

If a school using Provision 2 or Provision 3 for the National School Lunch Program fails Performance Standard 1, it must establish a new base year. SAs may consider requiring SFAs to establish a new base year, even if the free and reduced price meals claimed incorrectly is less than 10 percent.

**PERFORMANCE STANDARD 2:** Obtain the total number of meals observed by adding the number entered in S-1, 17, TOTAL MEALS to the number entered in S-1, 18, OBSERVED. Record the total by school. Add the total for each school reviewed to obtain the TOTAL for the SFA. Obtain the number of incomplete meals observed by adding the number entered in S-1, 17, TOTAL MEALS to the number entered in S-1, 18, INCOMPLETE. Record the result. NOTE: if ALL meals for the day of review were non-reimbursable because of a missing meal component, only the number recorded on S-1, 17 would be recorded on SFA-1, Block 4, Incomplete. Add the numbers for each school reviewed and record the TOTAL incomplete for the SFA.

Using the information in the following chart, enter the number of schools violating PS 1, based on the number of schools reviewed, that are needed for this SFA to exceed the PS 1 threshold. Enter this number on SFA-1, line 6,

Number of Schools Reviewed	Number of Schools Violating PS 1	Number of Schools Reviewed	Number of Schools Violating PS 1
1 to 5.....	1	51 to 60.....	7
6 to 10.....	2	61 to 70.....	8
11 to 20.....	3	71 to 80.....	9
21 to 30.....	4	81 to 90.....	10
31 to 40.....	5	91 to 100.....	11
41 to 50.....	6	101 or more.....	11*
		* 11 plus the number identified above for the appropriate increment.	

Refer to block 3, PERCENT INCOMPLETE MEALS to determine if PS 2 threshold was exceeded.

**SCHOOL FOOD AUTHORITY  
PERFORMANCE STANDARD SUMMARY  
(Continuation Sheet)**

[ ] NSLP [ ] SBP

[illegible]

SFA:				DATE OF REVIEW:	
REVIEW AREAS	YES	NO	N/A	COMMENTS	
Performance Standard 1 Eligibility Certification - Direct Certification					
101a. Is direct certification utilized by the LEA/SFA?					
b. If YES, is required documentation maintained at the LEA/SFA level? c. If documentation is available at the LEA/SFA, does it contain all the required information?					
Consolidating and Claiming					
102a. Does the SFA consolidate the Claim for Reimbursement?					
b. If YES, complete 103 and 104 (and 105 and 106, if applicable).					
103. Review Period:					
Eligibility Categories	SFA Claimed Meal Counts		— Reviewer Validated Meal Counts		= Difference + or —
Free			—		=
Reduced			—		=
Paid			—		=
REVIEW AREAS	YES	NO	N/A	COMMENTS	
104a. Were the meal counts for the review period correctly consolidated and claimed by the SFA?					
b. If NO, describe the problem and indicate why the problem was: _____ Nonsystemic _____ Systemic *					
105. <u>SFAs with Provision 2 Schools:</u>					
a. Does the SFA use: Group-wide claiming percentages? Individual School claiming percentages?					
b. If YES to group-wide, record the SFAs group-wide claiming percentages: F: _____ R: _____ P: _____					
c. If YES, were the group-wide percentages calculated correctly?					
d. Record the validated group-wide claiming percentages: F: _____ R: _____ P: _____					
106. <u>SFAs with Provision 3 Schools:</u>					
a. Does the SFA use a group-wide calculation to determine: the percent change in enrollment? the adjusted number of serving days?					
b. If YES, were the adjustments made correctly? If NO, record the correct adjustments on Provision 3 S-1, 4 and 6.					

\* Response results in PS 1 threshold exceeded. Record as NO on SFA-1, 3.

**INSTRUCTIONS FOR SFA-2****SCHOOL FOOD AUTHORITY  
CRITICAL AREAS OF REVIEW**

101. NOTE: For Provision 2, and 3 Schools, parts a, b, and c must be completed if the LEA/SFA was not reviewed in the base year. If the LEA/SFA was reviewed in the base year, it is not necessary to answer this question; however, the reviewer should make a note in the Comments section that indicates a review of Direct Certification was completed in the base year.
- a. Determine if direct certification is being used by the LEA/SFA or any school(s) within the LEA/SFA to determine eligibility for meal benefits. If all of the schools in the LEA/SFA operate under Provision 2 or 3 and are in a non-base year, check [ ☒ ] N/A.
  - b. If YES, determine if documentation used to make eligibility determinations is maintained at the LEA/SFA level. If direct certification is not used within the LEA/SFA, answer N/A.
  - c. If documentation is maintained at the LEA/SFA level, evaluate and indicate if the documentation contains the required information.
- 102a. Indicate whether the SFA consolidates school meal counts in order to submit one Claim for Reimbursement for the SFA. If schools submit individual claims to the State agency, the SFA is still responsible for claim accuracy. Therefore, problems identified at individual schools must be described in the Comments section. If the SFA submits a claim for each individual school, but an SFA level error occurs in the submission (e.g., transcription error), record as a consolidation error and explain in the Comments section.
- b. If the answer to 102a. is YES, complete 103 and 104 (and 105 and 106, if applicable; i.e., if the SFA has Provision 2 and/or 3 Schools and used district wide claiming percentages/calculations).
103. Enter the review period. Enter the number of meals claimed by category by the SFA for the review period. Enter the number of meals validated for the review period. If the reviewer determines the SFA is using an automated claims consolidation system, the reviewer should ensure the accuracy of the data entry. Subtract the reviewer validated meal counts by category from the SFA claimed meal counts and record any differences.
- 104a. Indicate if the SFA correctly consolidated the meal counts by category. If any difference is recorded in 103 between SFA claimed meal counts and reviewer validated meal counts, answer this question NO.
- If the SFA has any schools operating under Provision 2, determine if claiming percentages were accurate and applied correctly for a sample of schools even if not selected for review.
- If the SFA has any Provision 3 schools, determine if claims were accurately adjusted for enrollment and serving days for a sample of Provision 3 schools even if not selected for review.
- If participation has decreased 10 percent or more in Provision 3 schools, provide technical assistance to assist the SFA in helping the school or facility re-establish its base year participation level.
- b. If differences or problems are identified in the SFA's system for consolidation and claiming, determine if the problem is nonsystemic or systemic. The reviewer should examine the consolidation/claiming documentation for other claiming periods to make this decision. If necessary, record information from other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8. Describe the problem and provide an explanation which clarifies why the problem is nonsystemic or systemic.
- 105a. For SFAs with Provision 2 schools, determine if the SFA uses group-wide or individual school claiming percentages. If the SFA does not have any schools operating under Provision 2, check [ ☒ ] N/A. If the SFA uses annualized claiming percentages, note in the Comments section.
- b. If the SFA uses group wide claiming percentages, record the claiming percentages calculated by the SFA.
  - c. If not reviewed previously, determine if percentages were calculated correctly at the end of the base year and applied accordingly in the non-base years, if applicable.
  - d. Validate the claiming percentages calculated by the SFA and record the validated percentages.
- For the review period, validate daily totals and record claiming percentages on Provision 2, S-1, 14a, BY Validated %, to determine if the SFAs claim by category was correct for the individual school.
- If individual school claiming percentages were used, record the claiming percentages on Provision 2, S-1, for schools that were reviewed. If no Provision 2 schools were reviewed, validate the claiming percentages for a sample of the non-reviewed schools and record findings in 105, Comments.
- 106a. For SFAs with Provision 3 schools, determine if the SFA uses an SFA district-wide calculation to determine the percent change in enrollment and adjust for the number of serving days for those schools. If the SFA does not have any schools operating under Provision 3, check [ ☒ ] N/A.
- b. Check [ ☒ ] YES if the percent change in enrollment and number of serving days were calculated correctly. Check [ ☒ ] NO if the change in enrollment or the number of serving days was determined incorrectly and make the needed adjustments to correct the calculations. Record the correct percent change in enrollment on Provision 3 S-1, 4, Percent Change in Students with Access and on S-1, 6, Current Year Number of Serving Days.
- For more information on how district-wide claiming percentages should be calculated for both Provision 2 and Provision 3, see Provision 2 and Provision 3 Guidance.